Student Support Teams are dedicated to supporting international students, who make up over 20% of students in the university. If you feel that you need some advice or guidance in this respect, check on UniHub; http://unihub.mdx.ac.uk or ask the Programme Coordinator if you are unsure who to speak to.

Careers Service
The MBA programme itself does offer some points where reflection on career and future progression are encouraged, and in the final end of programme review we will encourage you to evaluate your personal learning (as recorded in your learning journal) as a means of identifying your next steps.

The University's careers advisers can assist you with exploring career and study options, self awareness and decision making. The advisers can also help you to find full and part-time employment, write CVs, covering letters and application forms, prepare for interviews, psychometric tests and assessment centres, identify voluntary and work experience opportunities and research study and funding. Careers advice information can be found at www.mdx.ac.uk/careers

Library and IT support
The Library and IT support provide resources and support to aid student learning. Details of the services can be found on the Your Study page of UniHub, http://unihub.mdx.ac.uk.

Programme specific resources
In general the key resources you will need are provided for you, or will be specified as part of the book list you will be required to acquire. Additional material, especially from journals, will be made available via the University's online resources or in some cases may be posted on the virtual learning environment. If in any doubt please feel free to contact the Programme Coordinator or subject librarian.

Subject librarians can provide online support in research skills and the use of subject specific resources and will be able to contact you personally to discuss individual projects. Contact details of the subject librarian may be found at: http://libguides.mdx.ac.uk.

University and Library enquiries
You are able to use UniHelp available at http://unihub.mdx.ac.uk/unihelp for all enquiries about university life and basic library enquiries. They can also assist with logon and password or other technical problems and are available via the internet; and by phone 44 (0) 208 411 6060, 8am – 9pm Monday to Friday, 9am – 9pm Saturday and Sunday.

'Ask a Librarian' is an online enquiry service, which you can use if you have any questions regarding access and use of resources, or need help locating materials for your study and research. http://askalibrarian.mdx.ac.uk/

Disability Support Service

If you have a long term medical condition, physical difficulty, sensory impairment, mental health problems or a specific learning difficulty (e.g. dyslexia) that you feel could impact on your studies and would like information about support provision that can be made available please contact the Middlesex University Programme Coordinator, who will be able to direct you to the most appropriate service. You are

encouraged to make your situation known at the earliest opportunity to ensure due provision is made. Support can include, but is not restricted to: advice on programme related study needs, liaison with tutors and arranging special provision for examinations.

For further details contact:
Telephone: +44(0)208 411 4945;
Email: disability@mdx.ac.uk
Web: http://unihub.mdx.ac.uk (Support Services page)

Confidentiality will be respected and relevant details will only be disclosed with your permission.
In addition, the learning resource centre has a disability support representative with whom you can discuss your needs. To find out how to contact your disability representative, go to www.lr.mdx.ac.uk/disab/disstaff.htm.

Dyslexia Support
There is a comprehensive range of services and facilities aimed to specifically support dyslexic students at the University. This includes initial screening, full cognitive assessment and subsequent tutorial support via the Dyslexia Support team in the Learner Development Unit, and a full needs assessment service for students applying for support through the Disabled Students Allowance, obtained via the Disability Support Service. Contact the Dyslexia Support Officer; – Tel +44 (0) 20 8411 6285; e-mail Dyslexia@mdx.ac.uk.

Learner Development Unit

Although entry to the MBA requires full functional use of English there is support with English language for those who still feel that they may benefit from this. For information about the LDU service,
visithttp://unihub.mdx.ac.uk/mdx/gettingstarted/support/LDP/index.aspx

Help and Guidance
In addition to the above services, staff provide a series of help sheets at
http://unihub.mdx.ac.uk/study

Numeracy Support
If you are having trouble with numeracy, the numeracy support tutor will help you with your specific problems. Contact details and further information may be found at
http://unihub.mdx.ac.uk/study/ldu/numeracy

Student Membership of the University
A statement of rights and responsibilities of student membership of the University can be found in the University Regulations at www.mdx.ac.uk/regulations/

Health, Safety and Welfare
In most respects, as you are studying away from the University, you will not need substantial support in respect of health safety and welfare. It is useful, however for you to be aware that the University does offer support in this area. Details can be found at UniHub http://unihub.mdx.ac.uk

Appendices

A. Useful 'Log-in' Information

The University's primary source of information is the student website UniHub which can be accessed at; http://unihub.mdx.ac.uk.The site has the latest news and events from around the University along with a lot of useful information about academic and support services. This website is your first port of call for all generic Middlesex information.

The site also has a password protected section entitled 'myUniHub' (accessed from the UniHub home page). This is your personal area and contains a lot of information compiled specifically for you. Here you can view personalised information on your studies, grades, programme information, as well as access your teaching materials and undertake most administrative tasks such as enrolling and updating your contact details. myUniHub also offers a range of Facebook-style online communities, academic and social, that you can join on; https://myunihub.mdx.ac.uk/web/home-community/mycommunities

Login details
As a Middlesex student you will be using UniHub on a constant basis. Your login details to access the personalised areas of UniHub or myUniHub are:

- **Username:** Your IT User ID – this is the prefix to your Middlesex email address as sent to you by the Programme Coordinator.
- **Initial password:** Your 9 digit student number (including the 'M') and the first three characters of your birth month, e.g. M12345678nov. When you first log in you will be prompted to change your password to something more memorable.

In case of any problems please log a support call with UniHelp: http://unihub.mdx.ac.uk/unihelp, who can also set up a new password if your password expires. Alternatively you can also register for password reset on myUniHub

Email
As an enrolled student you have your own university email address. Your tutors, the student support team, the Learning Resource Centre and other areas of administration will use this e-mail address to contact you so it is critical that you check your account regularly (at least twice a week), or permanently forward your emails to a personal preferred email account.

Your email address is your IT User ID and is in the form *xxnnn*@live.mdx.ac.uk where ('*xx*'are your initials and '*nnn*' is a system generated number

You can access your email by logging into myUniHub and going to the My Middlesex page; https://myunihub.mdx.ac.uk/web/home-community/mymiddlesex

For quick guides on using your account and the network go to the Your Study page on UniHub; http:/unihub.mdx.ac.uk

If you have difficulties accessing your email please log a support call with UniHelp; http://unihub.mdx.ac.uk/unihelp,

Accessing the library's electronic resources
You can access all of the library's electronic resources, e.g. e-journals, e-books, etc.
through myUniHub and go to the My Library portlet within the My Study page.

B. Programme Specification and Curriculum Map

1. Programme title	MBA in Shipping & Logistics
2. Awarding institution	Middlesex University
3. Teaching institution	Middlesex University/Lloyd's Maritime Academy
4. Programme accredited by	Middlesex University
5. Final qualification	Master of Business Administration
6. Academic year	2013/2014 and 2014/2015
7. Language of study	English
8. Mode of study	Distance Education

9. Criteria for admission to the programme

(a) Possession of a second class honours degree or better from a recognised University, or a recognised equivalent demonstration of knowledge and understanding

(b) At least two years relevant professional experience - in this context 'relevant' indicates that the candidate has had managerial responsibility covering a team of staff, or a key operational or strategic area such as a client account or a major facility or resource

(c) Good command of the English language, as evidenced by a score of at least 7.0 on the IELTS test or recognised equivalent.

Candidates not meeting these requirements may, in exceptional cases, be considered for admission where there is strong supporting education or experience. All such cases will be at the discretion of the MBA admissions team.

10. Aims of the programme

The programme aims to develop individuals to manage successfully and ethically within the maritime industry, in an increasingly global, diverse and dynamic business environment. The programme furthermore aims to produce reflective, accountable management professionals.

This aim is achieved through:
- ensuring that students gain a thorough and integrated understanding of the various disciplines that contribute to the study of management as this applies within the maritime industry;
- facilitating the application of such disciplines to ensure effective practice;
- enhancing personal and professional skills for management and leadership.

Specific objectives for the MBA - students will improve their ability to:

- enhance and develop previous relevant experience in business and management

- apply previous and newly acquired knowledge and experience to complex business issues in shipping and related business environments

- prepare students for leadership and transformational roles in business

- develop strategic thinking and innovation skills

- develop knowledge, at an advanced level, of organisations, their management and the environment in which they operate and apply this to the maritime industry and its related fields

- demonstrate a broad perspective on organisational management and its wider impact on society and the environment

- operate and manage in a global and multicultural environment

- develop interpersonal and group-working skills

- undertake lifelong learning and personal development

11. Programme outcomes	
A. Knowledge and understanding On completion of this programme the successful student will have knowledge and understanding of : 1. The core business of shipping firms and its relationship to strategic management 2. The role of leadership in the strategic management of people and resources in maritime organisations 3. The role of finance within organisations and how this affects the maritime industry 4. The theory, practice and emerging trends of management concepts, ideas, models and frameworks 5. The theory and practice of business in international contexts 6. The role of entrepreneurship, enterprise and consultancy in the maritime environment	**Teaching/learning methods** 1. Study materials that are used to instil the foundations of all outcomes 2. Case studies will be used to challenge students' thinking in a practical context and serve to link theory to practice, to achieve all outcomes 3. Further online activities to achieve outcomes 2, 3 and 5 4. Open and directed virtual workshops and online discussions to achieve outcomes 2, 4 and 6 5. Directed reading from books, academic and professional journals, and web-based or e-learning materials to achieve all outcomes 6. Online group interaction sessions to achieve outcomes 2, 4 and 5 **Assessment** Students' knowledge and understanding is assessed by: 1. Reports to assess the achievement of all outcomes 2. Seen and unseen case study-based examinations will be used to assess students' achievement of outcomes 1, 2, 4 and 6 3. Presentations to assess achievement of all outcomes The final project to assess the programme's aims and objectives holistically
B. Cognitive (thinking) skills On completion of this programme the successful student will be able to: 1. Critically evaluate management concepts, theories, models and frameworks 2. Apply and evaluate critically the impact of management models, concepts and theories in maritime organisational environments 3. Evaluate options using appropriate decision-making criteria including the use of financial tools and ethical models. 4. Analyse the dynamics and effectiveness of personal, team and staff performance and development in all maritime related contexts	**Teaching/learning methods** Students learn cognitive skills through 1. Study materials that are used to instil in students the foundations of all outcomes 2. Case studies to achieve outcomes 1, 2, 4 and 5 3. Other online activities to achieve outcomes 2, 3, 4 and 5 4. Reflective online exercises and discussions will be used to achieve outcomes 1, 3, 4, and 6 5. Directed reading and other e-learning materials to achieve outcomes 1, 2, 3, 4 and 6 6. Group interaction sessions to achieve outcomes 1, 2, 3, 4, 5 and 6

5. Think reflectively 6. Analyse and develop diverse investigative methodologies to apply to solve organisational management problems	**Assessment** Students' cognitive skills are assessed by: 1. Reports to assess the achievement of outcomes 1, 2, 3, 4, 5 and 6 2. Seen and unseen case study-based examinations to assess the achievement of outcomes 1, 2, 3, and 4. 3. Presentations to assess the achievement of outcomes 1, 2, 3, and 4. Final Project to assess the achievement of the programmes aims and objectives holistically

C. Practical skills
On completion of the programme the successful student will be able to:
 	
  1. Develop organisational performance
  2. Undertake research to address strategic and tactical management issues within organisations
  3. Demonstrate leadership and associated interpersonal skills to address organisational problems
  4. Conduct organisational analysis to identify key strategic problems and develop solutions
  5. Undertake critical analyses to develop,   plan and recommend implementation of strategic decisions.
  6. Operate effectively with an understanding of maritime cultures and environments
  7. Group work skills and the ability to work effectively in a team
	Teaching/learning methods
	1. Case studies to achieve outcomes 1, 2, 3, 4 and 5
	2. Activities to achieve outcomes 1, 3, and 5
	3. Open and directed workshops and discussions to achieve outcomes 1, 2, 3 and 5
	4. Directed reading including use of e-learning materials to achieve outcomes1, 2, 4 and 5
	5. Presentations to achieve outcomes 1, 2, 3, 4 and 5
	6. Group interaction sessions to achieve outcomes 1, 3, 4 and 5
	
	Assessment
	Students' practical skills are assessed by:
	
	1. Reports to assess the achievement of outcomes 1, 2, 3, 4, and 5
	2. Presentations to assess the achievement of outcomes 1, 2, 3, and 4.
	3. Seen and unseen case study-based examination to assess the achievement of outcomes 1, 4 and 5

12. Programme structure (levels, modules, credits and progression requirements)
12. 1 Overall structure of the programme

Year 1

Module 1: Shipping Business Environment and International Trade *20 credits*	Module 2: Business Strategy *30 credits*	Module 3: Executive Leadership *30 credits*

Year 2

Module 4: Advanced International Marketing 20 credits	Module 5: Finance, and Risk Management 20 credits	Module 6: Optimising Business Performance 30 credits

Module 7: Business Transformation Project 30 credits

All modules are compulsory, and to be eligible for the award of the MBA in Shipping & Logistics you will need to pass each module.

13. A curriculum map relating learning outcomes to modules
See Curriculum Map attached.
14. Information about assessment regulations
Assessment regulations will follow the University's general regulations for postgraduate programmes.

17. Particular support for learning
Programme leader
Programme Administrator and Coordinator
Module leaders
Module tutors
e-Learning adviser
Virtual learning environment

Online discussion areas, online chat room
Learning journal
Library electronic resources

18. JACS code (or other relevant coding system)	
19. Relevant QAA subject benchmark group(s)	

20. Reference points
QAA Subject Benchmarks EFMD Guidelines

Please note programme specifications provide a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve if s/he takes full advantage of the learning opportunities that are provided. More detailed information about the programme can be found in the student programme handbook and the University Regulations. Points 15 (Placement opportunities, requirements and support)and 16 (Future careers) are not applicable in this programme.